



Application Summary
**State Community Development Block Grant –
General Allocation With Focus on Public Works**

1.a Application Information

Applicant
Name: _____
Address: _____
City: _____
State: _____ Zip Code _____
County: _____

_____ Check here if this is a Joint Application and complete a summary page for each applicant.

1.b Authorized Representative Information (per the Resolution)

First Name: _____ Last Name: _____
Job Title: _____

_____ Check if the address information is the same as above in 1.a, if not fill in information below.

Address: _____
City: _____
State: _____ Zip Code _____
Phone: _____ Ext: _____ Fax: _____
Email: _____

Signature: _____ Date: _____

1.c Applicant Contact Information

_____ Check if the contact information is the same above in 1.b, if not fill in information below.

First Name: _____ Last Name: _____
Name of Agency: _____ Job Title: _____
Address: _____
City: _____
State: _____ Zip Code _____
Phone: _____ Ext: _____ Fax: _____
Email: _____

2. Requested Funding for All Proposed Activities				
Activity	Amount Requested	Program Operator	Result of CDBG Planning/TA Grant?	Target Population (Enter Codes from Part 5)
General Administration	\$	____ Applicant Staff ____ Other Agency		
Public Work Project(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
Housing – New Construction Project(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
Housing – Acquisition Program				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
Activity TOTAL	\$			
Housing – Acquisition Project(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
Housing – Rehabilitation - Single Family Program				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
Activity TOTAL	\$			
Housing Rehabilitation – Multi Family Project(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
Public Service Program(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
Community Facility Project(s)				
	\$	____ Applicant Staff ____ Other Agency	____ Yes Grant # _____	
	\$			
Activity TOTAL	\$			
TOTAL Funding Requested		\$		

3. Location of Activities – U.S. Census

Name of CDBG Activity		Jurisdiction-wide or Target Area?	Census Tract Numbers and Block Group Numbers (for target area activities only)
1.	Public Work Project (s)	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
2.	Housing New Construction Project (s)	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
3.	Housing Acquisition Program	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
4	Housing Acquisition Project	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
5.	Housing Rehabilitation – Single Family Program	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
6.	Housing Rehabilitation – Multi Family Project	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
7.	Community Facility Project	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	
8.	Public Service Program	<input type="checkbox"/> Jurisdiction Wide <input type="checkbox"/> Target Area	

4. Legislative Representative Information

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

5. Target Populations

- | | |
|------------------------|----------------------------------|
| 1. Physically Disabled | 9. Seniors |
| 2. Persons with AIDS | 10. Mentally Ill |
| 3. Youths | 11. Veterans |
| 4. Single Adults | 12. Victims of Domestic Violence |
| 5. Single Men | 13. Substance Abusers |
| 6. Single Women | 14. Dually-Diagnosed |
| 7. Families | 15. Homeless |
| 8. Farmworkers | 16. Other: _____ |

PART B. – Required Certifications and Documentation

1. Resolution of the Governing Body *This document is required.* See sample in Appendices.

The Resolution submitted with this application must:

- ☐ be an **original or an original certified copy** of the Resolution; and
- ☐ authorize submission of the application; and
- ☐ approve the application's contents (funding requested, activities, committed leverage, etc.); and
- ☐ authorize its execution (and any amendments thereto); and
- ☐ designate a person authorized to enter into an agreement, if funded.

CDBG strongly recommends that applicants use the suggested language in the sample (Appendices).

2. Statement of Assurances. *This document is required.*

All applicants must use the form provided by the State (See Appendices). Original signature is required from Chief Executive Officer (in blue ink)

3. Hold Out Status

Has the applicant received written **hold out letter** from the Department?

☐ Yes. If yes, see note below.

☐ No.

Has the applicant received a written **hold out waiver letter** from the Department?

☐ Yes. ☐ No If no, then applicant is not eligible to submit an application.

4. Housing Element Status. *CDBG compliance is required.*

The Department will not award funds to any applicant who is not in CDBG compliance with their Housing Element by **December 3, 2006**. No extensions will be granted beyond that date. Call Paul McDougall at 916-322-7995 to verify status of the housing element.

5. Compliance with OMB Circular A-133.

All applicants must use the form provided in Appendices. Complete form and have signed in blue ink.

PART B. – Required Certifications and Documentation

6. Growth Control. *This information is required.*

Has the applicant enacted limitations on residential construction, which limitations are not establishing agricultural preserves, not imposed by another agency, or not based on a health and safety need?

☐ Yes. If yes, see note below.

☐ No.

NOTE: If the applicant has a General Plan, ordinance, or other measure which directly limits by number either the building permits which may be issued for residential construction, or buildable lots which may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056 (b)(2)(B), check "Yes" and attach a copy of the measure in this section of the application.

6. Citizen Participation. *This information is required.*

The Program's Public Hearings/Citizen Participation requirements are described in the 2003 CDBG Grant Management Manual, Chapter 18. Use this section of the application to make sure you have met these requirements.

☐ Public hearing was conducted during the program design phase of the application.

☐ Public hearing was conducted (at least 30 days after program design phase hearing) to approve submittal of the application.

☐ Public Notices announcing the public hearings were published in a local newspaper and contained the required information, as stated in the 2003 CDBG Grant Management Manual

☐ Sign-in sheets are available for each public hearing.

- Did the jurisdiction receive written comments during the public hearings process prior to submitting this application?

☐ YES. See note below.

☐ NO

Note: If a jurisdiction received written comments as part of the public hearings process prior to submitting the CDBG application, a copy of the comments must be submitted with the application. In addition, the jurisdiction's response must also be included.

Be sure to make an entry on the Application Checklist.

7. Joint Powers Agreement. *This form may be required.*

An Agreement is required by the CDBG Regulations, Section 7060(c) as part of an application on behalf of another jurisdiction or for joint applications. Applicants must prepare an Agreement if the following conditions exist:

- if one application is submitted by two or more jurisdictions, or

PART B. – Required Certifications and Documentation

- if a county is applying on behalf of a city in the same county, or
- if a county applicant is applying on behalf of itself and a city in the same county

Section 7060(c) provides that such agreements must be on forms provided by the Department. Contact your CDBG Representative to obtain a copy.

Additional provisions may be added by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant's particular situation. The applicant should enter "not applicable" if a provision clearly has no meaning in light of the activities proposed. Do not leave any lines blank.

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

PART B. – Required Certifications and Documentation

8. NEPA Environmental Certification.

If the proposed activity will include administration, engineering, architectural, or other related services prior to project implementation, the jurisdiction must prepare a Finding of Exemption before beginning work on any of these services (such services are exempt under Part 58.34 of the Federal environmental regulations pertaining to CDBG recipients). In addition to the Finding of Exemption, the Environmental Form 58.6 must also be prepared for each exempt activity.

The jurisdiction may choose to provide this environmental certification (Finding of Exemption and Form 58.6) with this application.

If this application is funded, provision of this certification will expedite commencement of service work upon execution of the State contract.

Additional environmental review documents will be needed after contract execution for other phases of project implementation.

Finding of Exemption

It is the finding of the City/County of _____ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34. The activity(ies) judged exempt consist(s) of:

Brief Description of Activities:

NEPA Citation

General Administration Activities

58.34 (a) (3)

1. _____

2. _____

3. _____

Print/Type Name of Authorized Official (per resolution)

Title

Signature

Date

PART B. – Required Certifications and Documentation

U.S. Department of Housing and Urban Development



Pacific/Hawaii Office
450 Golden Gate Avenue
San Francisco, California 94102-3448

ACTIVITY DESCRIPTION: General Administration

Level of Environmental Review Determination: Exempt per 24 CFR 58.34

(Exempt per 24 CFR 58.34, Categorically excluded not subject to statutes per § 58.35(b), Categorically excluded subject to statutes per § 58.35(a), Environmental Assessment per § 58.36, or EIS per 40 CFR 1500)

STATUTES and REGULATIONS listed at 24 CFR 58.6

FLOOD DISASTER PROTECTION ACT

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

(☒) No; Cite Source Document: Exempt General Admin Activities will not impact 100 year flood zones. (This factor is completed).

(☐) Yes; Source Document: _____ (Proceed).

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

(☐) Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file).

(☐) No (**Federal assistance may not be used in the Special Flood Hazards Area**).

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in a coastal barrier resource area?

(☒) No; Cite Source Documentation: There are no Coastal Barrier Resources on West Coast of United States (This element is completed).

(☐) Yes - **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

(☒) No; SD Activity does not involve acquisition or sale of property. Project complies with 24 CFR 51.303(a)(3).

(☐) Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record.

Preparer Signature / Name /Date

Responsible Entity Official Signature / Name / Date

PART C - Applicant Capacity & Funding Sources

1. Capacity

1. Indicate whether you have any CDBG General, Native American, or Colonias grants for the years 2002, 2003, 2004, or 2005?

☐ Yes. What type: ☐ General ☐ Colonias ☐ Native American Grants

Specify which year(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____

Skip question #2.

☐ NO - Have not had any CDBG Grants in 2002-2005. **Continue** with question # 2 below.

2. If funded from this application, how will you administer the grant? **You must attach supporting documentation for this part of the application.**

- ☐ With in-house staff only. (*Attach resumes and duty statements of staff that will be performing the work.*)
- ☐ With program operator services only.
- *Attach a letter of interest from the program operator that includes a brief description of experience administering CDBG projects.*
 - *Neighboring jurisdictions that have previously administered a CDBG project are considered program operators for purposes of this question.*
 - *If funded, the Grantee will be required to enter into a contract or sub-recipient agreement, as applicable, with the program operator.*
- ☐ Some combination of in-house and consultant services. Describe below. (*Attach resumes, duty statements, letters, etc. as indicated above.*)

PART C - Applicant Capacity & Funding Sources

2. LOCAL LEVERAGE FUNDING SOURCES

Please identify other funding sources (local), for all activities included in this application. (To be considered as leverage, funding must be committed.)

Name of CDBG Activity	Use of Funds (for the activity: construction, fees, land acquisition, etc.)	Source of Funds (Applicant's general fund, RDA funds, other local government, etc.) & Specify Resolution #	Funding Type (Loan, grant, in-kind staffing, fee waivers, etc.)	Dollar Amount	Commitment Date	Page # in application
General Admin.	General Admin.			\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
TOTAL				\$		

(shaded area is for HCD use only)

If you are proposing any of the following activities, indicate how many housing units will be assisted:

Housing Rehab. = _____ Housing Acquisition = _____

leverage:

of Units:

Per unit leverage:

PART C - Applicant Capacity & Funding Sources

3. PRIVATE LEVERAGE FUNDING SOURCES

Please identify ALL PRIVATE funding sources, for EACH activity in this application. (funding shown will be placed in grant agreement)

Name of CDBG Activity	Use of Funds (Activity delivery, the activity)	Source of Funds (Name of Source) Include Commitment Letters	Funding Type (loan, grant, in-kind staffing, discounts, donations, etc.)	Dollar Amount	Commitment Date	Page # in application
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
Housing Rehab.	Sweat Equity	_____ Hrs. X \$10 an hour =		\$		

***Sweat Equity/Lead-Based Paint compliance (see instructions):** (check all that apply)

Homeowners will:

☐ be required to take 1-day Work Safe class

☐ not be allowed to work on any home built prior to 1979

☐ not be allowed to work on any lead areas

TOTAL

\$

(Shaded area is for HCD use only)

leverage:	# of Units:	Per unit leverage:
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PART C - Applicant Capacity & Funding Sources

4. STATE FUNDING AVAILABLE FOR ACTIVITIES (WILL NOT be counted as leverage BUT needed for HUD)

Please identify other funding sources (State), for all activities included in this application.

Name of CDBG Activity	Use of Funds	Source of Funds (Identify Source)	Funding Type (loan, grant, in-kind, fee waivers, etc.)	Dollar Amount	Committed? (yes/no)
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
Total:				\$	

PART C - Applicant Capacity & Funding Sources

5. FEDERAL FUNDING AVAILABLE FOR ACTIVITIES (WILL NOT be counted as leverage BUT needed for HUD)

Please identify other funding sources (Federal), for all activities included in this application.

Name of CDBG Activity	Use of Funds	Source of Funds (Identify Source)	Funding Type (loan, grant, in-kind, fee waivers, etc.)	Dollar Amount	Committed? (yes/no)
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
Total				\$	

PART C - Applicant Capacity & Funding Sources

6. Program Income		
1. Enter the total amount of Program Income on account as of June 30, 2006:	\$ _____	
2. Enter the amount of Program Income that has been committed to activities in this application:		
Activities/projects proposed in this application to which Program Income Funds will be added. Identify activities:	Use of Funds (as shown in project's sources and uses)	Dollar Amount Committed (per Resolution) Attach Resolution
3. Total Dollar Amount of Program Income funds Committed to activities in this application.	\$ _____	
4. Total Dollar Amount of Non-Committed Program Income: (1. – 3.)	\$ _____	
Note: All Program Income that is being committed to activities in this application must be identified in the governing body resolution. In addition, the applicant must ensure that proper citizen participation guidelines were followed.		

ACTIVITY DESCRIPTION FORMS

This year the Department will not be distributing paper copies of the application. The application will be available on our web site and also on CD Rom disks in an electronic format. If for some reason you are not able to access or open an electronic version, then you may make a special request to the Department for a paper copy.

This section of the application contains sets of forms for each of the different eligible activities under the NOFA. Each activity section begins with Instructions on how to complete the activity forms and provide the proper documentation so the activity can be rated and ranked. If the forms are incorrectly completed or if the proper documentation is not included then staff will have to discount the information and no points will be assigned.

Therefore, it is very important that the activity forms are completed thoroughly, accurately, and supporting documentation is provided.

How to proceed:

1. **Review NOFA and Application Package. Go to application training workshops.** Select the category of activity you wish to propose. You may apply for more than one activity.
2. Open the appropriate activity sections of the application on a computer and complete them. **Please review the Instructions before filling out any activity forms.** Call your CDBG representative if you have any questions.
3. Complete all parts of the application. Photocopy additional pages as needed.
4. Review the application and Activity Checklist(s) to be sure you have included all the required forms and necessary documentation in this application.
5. Have public hearing and approve application with a resolution of the governing body. Submit application by the deadline.